



Department of Accounts Charge Card Bulletin

December 10, 2007

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Charge Card Administration

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Gift Card/Certificate Policy

DOA Charge Card Administration policy effective 1/1/2008.

Purchase of gift cards and/or gift certificates using the State PCard can only be for the sole purpose of employee recognition as defined in DHRM's policy 1.20 Employee Recognition Program. Gift Cards and/or gift certificates for purposes other than pursuant to DHRM Policy 1.20 are not allowed on the State Purchase Card unless prior approval from DOA's Charge Card Administration Team is received.

Since gift cards and gift certificates are in essence cash, and generally do not have the employee's name on them, they pose a very high risk for possible abuse. Currently, there is way to trace the recipient of the card and its benefits.

Per DHRM's Policy 1.20 Employee Recognition Programs, "All monetary awards (regardless of amount) are considered income for the employee and taxed accordingly." It also states that "Non-monetary awards may be subject to tax." Agencies should consult this policy for more information regarding agency responsibility. Additionally, the IRS considers all "cash equivalents" such as gift cards and gift certificates to be fully taxable.

The decision for an agency or institution to allow purchases of gift cards/gift certificates for employee recognition using the PCard is made at the agency. However, DOA does require that if an agency will allow this type of purchase on the PCard, the following items must be complied with.

1 – Only gift cards/gift certificates for Employee Recognition can be bought.

2 – Each must contain a unique number for tracking purposes.

3 – A log must be maintained itemizing at **a minimum** the following information:

A – Gift Card/Certificate Unique Number

B – Gift Card/Certificate Value (i.e. \$10.00, \$25.00, etc)

Note: If the Card/Certificate is for a specific type of good or service, at the time of purchase you must be able to assign an individual value per card/certificate

Crucial Dates

December 17th at 11:59pm

Cycle Closes

December 24th and 25th

DOA Closed

December 30th & January 1st

DOA Closed

January 3rd at 10am

Monthly SAM Refresher Training

January 9th at 10am

Monthly PA Call

January 15th at 11:59pm

Cycle closes

January 18th & 21st

DOA Closed

February 6th at 10am

SAM Refresher Training

February 13th at 10am

Monthly PA Call

GE Contact Information

Customer Service for PA's

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368 option 1

Help Desk for PA's with SAM

Email: Cov.Crr@ge.com

Phone: 1-866-843-1368 option 3

Customer Service for Cardholders

Phone: 1-866-834-3227

Overseas Collect:

801-464-3232

C – Employee's name who will receive the Gift Card/Certificate
NOTE: If the PCardholder is unaware of the employee's they will be given to, then the purchaser is to pass this log to the appropriate person who can complete the employee's name and then a completed log must be attached to the cardholder's reconciliation log.

An agency can add additional information to the log but the log must at least contain the three items above.

4 – The log (or a copy of the log) must be attached to the P Cardholder's Reconciliation Log along with the receipt of the purchase.

5 – The PCardholder must provide a copy of the log to the appropriate staff member in their agency's Human Resources or Payroll department for inclusion of the value in the employee's taxable income.

Each agency and institution always has the option to pay for these items using alternative methods such as check or EDI.

These new policies will be reflected in the 2008 release of the CAPP Topic 20355 Purchase Charge Cards.

Individual Liability Travel Card Closure Policy

DOA Charge Card Administration policy effective 1/1/2008

Agency Process:

- | | |
|--------|---|
| Step 1 | PA is notified a cardholder should no longer maintain a travel card (termination of employment, job duty changes, etc.). |
| Step 2 | PA cancels the card by either accessing GE's SAM tool, emailing cov.crr@ge.com requesting card cancellation or calling GE's PA customer service to cancel. |
| Step 3 | Once the card is closed, the current balance due on the card must be obtained from the employee. Please note that this is the amount due <i>as of the day the card is cancelled</i> not as of the last statement. |

If the employee is terminated, complete steps 4 through 6.

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|--------|---|
| Step 4 | If the card has a balance due, PA must Notify DOA via email to cca@doa.virginia.gov with the following information: <ul style="list-style-type: none">• Cardholder Name• Cardholder last 6 digits of account number• Date of card cancellation• Date of employee termination |
|--------|---|

- Outstanding balance
- Last home address and phone number on file with agency Human Resource department
- Card was retrieved by Program Administrator? If not, who obtained the card and was it destroyed?

Step 5 Travel Program Administrator must send a letter to the last known home address on file stating that the card has an outstanding balance and payment must be made to GE immediately. This letter should include the current balance outstanding on the card and the address to which the payment should be mailed. This letter should remain on file with the Program Administrator.

Step 6 DOA may contact the Program Administrator for additional information such as Employee Travel Expense Reports, Employee Agreements, Travel Application, etc. if the cardholder does not make payment in full within 30 days of termination date.

These new policies will be reflected in the 2008 release of the CAPP Topic 20360 Travel Charge Card.

SAM Password Reset Reminder

This is just a friendly reminder that all SAM access requests for password resets due to lock out or for any other reason should be sent to the cca@doa.virginia.gov email account. If an email is sent directly to one of the Charge Card Administration Team the reset may be delayed.

December Cycle Close

The December cycle does not close until 11:59 p.m. on December 17th. Bills will not be placed in the mail until **December 18th** and therefore many staff taking leave for the holidays may not receive it in time for processing.

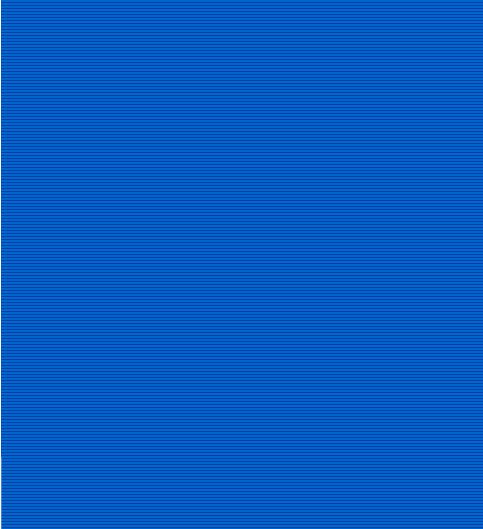
Program Administrators and staff who have access to NetService should go online on December 18th and do screen prints of the bill which satisfies all Policy requirements by DOA to submit a payment.

The following are **unacceptable** documentation methods for payment of the GE MasterCard bill:

Downloaded data from NetService or SAM
Any reports or Queries out of SAM

If you run any mappers or data analysis from SAM after cycle close, the data through the 17th will not be in SAM until the morning of the **December 19th**.

Your bill is still due to GE no later than January 8th.



January 2008 SAM Refresher Training Date Change

We have changed the date of the January monthly SAM refresher to Thursday January 3rd at 10 a.m. An email with the login information will be sent out the week of December 10th as well as a follow up email the week of the 17th. We will also be covering the SAM 1099 Query for 2007 data during this training. This training is open to all SAM users so please forward the logon information to any other agency staff who may be interested in the training.